



April 14, 2004

Reply to Attn of: 500

TO: All Code 500 Employees

FROM: 500/Director of Applied Engineering and Technology

SUBJECT: Applied Engineering and Technology Directorate (AETD) Presentations
and Publications Process for Technical Approval

The presentation and/or publication of NASA developed or sponsored activities require approval at the branch, division, and directorate levels prior to disclosure. These disclosures should be disseminated either via the NASA Scientific and Technical Information (STI) report series (see NPG 2220.2A, page 2-1); suitable non-NASA channels (e.g., professional journals); or proceedings of conferences, symposia, and workshops. The guidelines that follow are intended to help guide you through the approval process.

1. Requests for Presentation/Publication

- a. The author shall submit Abstracts, Technical Papers, outside presentations, and STI reports through his/her branch and division, to the Directorate Office for approval. The package should include forms: NF 1676, "NASA Scientific and Technical Document Availability Authorization," and a GSFC 25-49, "GSFC Public Disclosure Export Control Checklist."
- (1) The author is responsible for verifying whether the publication content is subject to international technical transfer restrictions, whether it contains classified material, and whether the paper discloses potentially patentable material. If material is subject to technical transfer restrictions, author must complete the GSFC 25-49 to justify its unrestricted release.
 - (a) The author must route the completed package through Tim Weisz/Code 232 (Goddard's Export Control Coordinator) for signature.
- (2) If an Abstract or Technical Paper is submitted by a contractor and includes an AETD co-author, the civil servant co-author should follow the

procedure established above. If there is no civil servant co-author but the publication pertains to work that was developed under a GSFC-funded activity, an abstract must be submitted to the Technical Monitor through the Contracting Officer to determine whether generation of a paper should be allowed and to determine whether contract funds can be used to pay for the activity. These papers are subject to the same restrictions identified in paragraph (1) above.

- b. The Branch Head or the Division Chief Engineer has primary responsibility for reviewing the Abstract and/or Technical Paper for technical content, relevance to the Goddard mission, and for grammatical and editorial content. In some instances, it may be necessary for the responsible Branch Head to ask an individual from another branch or even from another division to review the material; this will be required when the subject matter expertise resides outside of the author's home organization. The Branch Head or designee must also confirm the author's evaluation regarding technology transfer, classified content, patentability, and export control before approving or recommending approval of said package. Since GSFC's name is associated with each publication and since most are to be included in professional journals, their technical quality and relevance must be considered of paramount importance during the review process.
- c. The Division Chief is responsible for verifying that the review process was properly executed by the branch office. It is suggested that the Assistant Chief for Technology review the document also.
- d. The AETD Director or designee are responsible for final approval for all such material generated under the sponsorship of the AETD regarding relevance, technical quality, and conformance with GSFC policies on presentations or publication of scientific or technical papers. (See NPG 2200.2A for NASA STI Reports.)
- e. The approval process may take at least 2 weeks from submission to Branch Head through Directorate approval. Three additional weeks may be required for Headquarters approval if the materials are intended for international conferences. The authors must allocate sufficient time to accomplish this approval process with regard to meeting conference imposed deadlines or submission deadlines may be missed. Only complete packages will be processed, and travel orders will not be approved until Directorate approval is indicated.

- f. A brief trip report shall be generated and forwarded to the author's Division and AETD Director of within 7 days after the return from a symposium or conference. This report should provide a brief summary of presentations attended, reactions to the author's presentation(s), potential partnering opportunities, and a benchmark evaluation regarding Goddard activities based upon conference discussions. A copy of the approval package and trip report will be retained in the Directorate Office.
- g. Abstracts, Technical Papers, and/or NASA STI Reports co-authored by individuals from directorates other than AETD must receive the approval of both directorate offices before travel orders will be approved.

2. In Conjunction with Travel

- a. The allocation of travel funds is a Division responsibility unless funding is provided by another directorate. Division approval should be based on a willingness to commit travel moneys for this activity. If money is not allocated at the time of approval, the employee and session chair should be notified that an author's attendance at said conference will be contingent on the availability of travel funds. The Division Chief is responsible for approving, managing, and allocating the funds for domestic and international travel to symposia. For international travel, please attach a copy of the NF 1676 to the Travel Orders when paperwork is submitted.
- b. Participation in symposia sponsored by a foreign or international organization requires approval by the NASA Headquarters Office of External Relations and this approval must be coordinated through the International Coordinator in GSFC's Office of the Director (Code 100). The original NF 1676 should be attached with the abstract, paper or presentation, or letter of invitation. A NF 1167 will be initiated in Code 100 and forwarded to the appropriate offices and NASA Headquarters for approval.
- c. For domestic or international travel, a final version of the publication must be submitted and approved prior to the travel even if an abstract was used to get the travel approved.

3. Electronic Forms and Copy Requirements

- a. The NF 1676 and the GSFC 25-49 forms can be obtained directly from the OASIS website at <http://oasis1.gsfc.nasa.gov/Publications/Publications.htm>. These computer-generated forms may be used to prepare your approval documentation (please note that all AETD secretaries have the software that will allow the NF 1676 pdf file to be saved after completion).

- b. An original and seven copies of the Abstract and/or Technical Paper are required with the submission of the NF 1676 and GSFC 25-49 forms. These will be distributed by the Directorate Office to 293/Publications, 292/Library, 503/Office of Patent Counsel, 504/Office of Technology Transfer, the branch office, the author, and the 500/Directorate Office.
- c. The NASA STI Reports require a more comprehensive dissemination. Contact the GSFC Publications Office at extension x6-2800 for requirements, if you are publishing in this report series.

4. Tech Briefs

Articles are accepted for publication as NASA Tech Briefs when they describe new or improved technologies (e.g., hardware, processes, and software programs) and may have application for use outside of NASA. Proposed articles may be submitted by completing NF 1679, entitled "Disclosure of Invention and New Technology (Including Software)," which can be retrieved from the Office of Technology Transfer's (Code 504) website using url: <http://techtransfer.gsfc.nasa.gov>. A copy of the completed paper should be attached to the form and forwarded to Code 504. The material provided then becomes a new technology report and is entered into the data base for processing (e.g., market analysis, tech brief publication, industry briefings, etc.). The innovator will be notified whether the submission was approved as a Tech Brief within 1 to 3 months. A favorable response will result in the innovator receiving a draft of their synopsisized article to be proofread for final print. Approved NASA Tech Briefs entitle the innovator to \$350 and \$1000 (\$500 each if more than one innovator) for a Software Release Award. This is an automatic process and names are submitted by the Office of Technology Transfer to the NASA Inventions and Contributions Board on a monthly basis. Reporting of new technology also allows the author/innovator to be considered for other NASA Inventions and Contribution awards.

Any questions may be directed to Madeline Butler at x6-4806.



Arthur F. Obenschain